

# SOLID WASTE INFORMATION AND ASSESSMENT PROGRAM REPORTING TABLE – FORM DEQ 50-25

1	Facility Name								
2	Permit Number		3	Date Submitted to DEQ		4	Annual Reporting Period		
5	Preparer's Name						6	Preparer's Telephone Number	
7	Preparer's e-mail Address				An e-mail address will only be used to contact you in case of questions about this form submission				
8	Has there been a change to the Annual Fee Billing Contact, Address or Telephone Number?   Y   N   If so, please notify the DEQ Regional Office								
9	Remaining Permitted Capacity				cubic yards	If a facility's permitted capacity is reported in tons, please note this on the form. DEQ will apply conversion factors based on the type of waste in order to calculate the volume and the number of years of permitted capacity available in the state.			
10	Expected Remaining Permitted Life				years				

11	Originating Jurisdiction (NOTE: Report each jurisdiction on a separate page)														
Waste Type		Units (check one)		Waste Management – Report Amount by Weight or Volume (Reporting units must be consistent for all fields of a particular waste type.)											
		Tons	Cu Yds	Total Amount of Waste Received (a)	Recycled On-Site (b)	Composted On-Site (c)	Landfilled On-Site (d)	Incinerated On-Site (e)	Sent Off-Site to be: (f)		Stored On-Site: (g)		Other (h)		
									Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period	Mulched	Other Than Mulched	
12	Municipal Solid Waste														
13	Construction/ Demolition/Debris														
14	Industrial Waste														
15	Regulated Medical Waste														
16	Vegetative/Yard Waste														
17	Incineration Ash														
18	Sludge														
19	Tires														
20	White Goods														
21	Friable Asbestos														
22	Petroleum Contaminated Soil														
23	Other Wastes (specify)														
24	Total														

See the Instructions for Completing Form DEQ 50-25 for definition of each of the above terms. For electronic submissions, go to the following link: <http://www.deq.virginia.gov/waste/wasteinf.html>.

Revised 02/01/05

Note: At the option of the facility owner, information can be provided concerning the facility's economic benefits to the locality where it is located.

## **Instructions for Completing Form DEQ 50-25**

### **Solid Waste Information and Assessment (SWIA) Program Reporting Form**

These instructions are designed to assist facilities with completing the required reporting form DEQ Form 50-25. A copy of each form submitted, including those submitted electronically, should be maintained in your facility files. The items are numbered to correspond to the numbered fields on Form DEQ 50-25.

### **Electronic Submissions**

The on-line SWIA data entry form follows the same format and numbering system as the standard version of the form. After completing the on-line form click “save report”. The report will automatically be e-mailed to the appropriate Department of Environmental Quality (DEQ) regional staff for review. If there are any questions concerning the data provided, staff will contact the preparer of the SWIA data form.

#### **1. Facility Name**

Enter the name of the facility as it appears on the permit issued by the department.

#### **2. Permit Number**

- Enter the permit number assigned to the facility by DEQ.
- Use a separate form(s) for each permit. For multiple permitted facilities, individual forms must be completed for each permitted facility.
- If a facility is being operated under permit-by-rule status, the letters PBR must precede the numbers (Example: PBR999).
- For other solid waste permits, the letters SWP (Example: SWP999) or for emergency permits, the letters EMG (Example: EMG999) should precede the numbers.

#### **3. Date submitted to DEQ**

- Enter the date the facility sent the reporting form(s) to DEQ or submitted the on-line SWIA data entry form.
- All forms must be completed and sent by March 31 of each year for the waste managed during the preceding calendar year. This is referred to as the “reporting period”.

#### **4. Annual Reporting Period**

Enter the calendar year (reporting period) for which the data is being submitted (Example: 01/01/2004 through 12/31/2004).

#### **5. through 7. Preparer’s Name, Telephone Number and E-Mail Address**

This is the name, telephone number, and e-mail of the person responsible for preparing the DEQ Form 50-25. Your e-mail address will only be used if questions arise regarding the information provided on the form.

#### **8. Billing Information Change**

If there has been any change to the Annual Fee Billing Contact, Address, or Telephone Number that appeared on the fee bill received from the department the previous year, check the box and inform the Regional Office of the change. Forms will be developed to update billing contact information.

#### **9. Remaining Permitted Capacity**

- Only required for landfills, all other facilities enter “N/A”.
- Remaining Permitted Capacity means the space remaining in the landfill that is available for disposal as of December 31 of the reporting period.

- Remaining Permitted Capacity Calculation:

Remaining Permitted Capacity = [Volume specified in Part B Permit] – [Landfill volume already used]

- Report the capacity in cubic yards. If this information is reported in tons, DEQ will use simple conversion factors to obtain the capacity in cubic yards.
- Future proposed expansions not included in the approved Part B permit area may not be included in the capacity calculation. This information can also be obtained from the calculations performed to comply with air requirements found in 40 CFR Subpart WWW (40 CFR 60.750-60.759).

#### **10. Expected Remaining Permitted Life**

Only required for landfills, all other facilities enter “N/A”. Report the number of years of disposal capacity that is available based on the facility’s site specific operating criteria.

**Waste Information** - This section reports the origin, types, and amounts of waste managed. Information must be provided concerning the originating jurisdiction of waste received. Amounts of waste can be entered in either tons or cubic yards as determined by the facility. For amounts reported in cubic yards, DEQ will use simple conversion factors to obtain estimated weights.

#### **11. Originating Jurisdiction (i.e. state, territory or country)**

- Enter the jurisdiction from which the waste originated.
- For waste received from within Virginia (including waste from a Virginia transfer station), only one form must be completed.
- For waste received from outside Virginia, a separate form must be completed for each jurisdiction from which waste was received. A jurisdiction is either a state, territory, or country. (Example: If you receive waste from the state of New York, and/or New York City, the jurisdiction is “New York.” Wastes received from Washington, D.C. and Puerto Rico, are all individual jurisdictions.)

**\*\*Waste Types** - Definitions found below are provided to assist facilities with completing Form DEQ 50-25. Specific definitions can be found in the Virginia Solid Waste Management Regulations (9 VAC 20-80-10, *et seq.*) and the Regulated Medical Waste Regulations (9 VAC 20-120-10 *et seq.*). Waste types are identified on separate rows of Form DEQ 50-25.

**12. Municipal Solid Waste** means that waste which is normally composed of residential, commercial, and institutional solid waste and residues/ash derived from combustion/incineration of these wastes. *NOTE:* Paper and cardboard should be recorded in the row labeled “Municipal Solid Waste”. Incinerated MSW must be reported as incinerator ash.

**13. Construction/Demolition/Debris** means construction waste, demolition waste, and debris waste. These wastes must be recorded cumulatively in this row.

- **Construction waste** means solid waste which is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings, and other structures. Construction wastes include, but are not limited to lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, paving materials, and metal and plastics if the metal or plastics are a part of the materials of construction or empty containers for such materials. Paints, coatings, solvents, asbestos, any liquid compressed gases or semi-liquids and garbage are not construction wastes.

- **Demolition waste** means that solid waste which is produced by the destruction of structures and their foundations and includes the same materials as construction wastes.
- **Debris waste** means wastes resulting from land clearing operations. Debris wastes include, but are not limited to stumps, wood, brush, leaves, soil, and road spoils. *NOTE:* Concrete and asphalt should be recorded in the row labeled “Construction/Demolition/Debris”.

**14. Industrial Waste** means any solid waste generated by manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include, but is not limited to, waste resulting from the following manufacturing processes: Electric power generation; fertilizer/agricultural chemicals; food and related products/by-products; inorganic chemicals; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment. This term does not include mining waste or oil and gas wastes.

**15. Regulated Medical Waste** means solid wastes so defined by the Regulated Medical Waste Management Regulations (9 VAC 20-120-10 et seq.) as promulgated by the Virginia Waste Management Board. Note: Regulated medical waste may not be disposed in a landfill.

**16. Vegetative/Yard Waste** means vegetative waste and yard waste. These wastes must be recorded cumulatively in this row.

- **Vegetative waste** means decomposable materials generated by yard and lawn care or land clearing activities and includes, but is not limited to, leaves, grass trimmings, woody wastes such as shrub and tree prunings, bark, limbs, roots, and stumps. For more detail see 9 VAC 20-101-10, et seq.
- **Yard waste** means that fraction of municipal solid waste that consists of grass clippings, leaves, brush, and tree prunings arising from general landscape maintenance.  
*NOTE:* Brush should be recorded in the row labeled Vegetative/Yard Waste category.

**17. Incineration Ash** means fly ash or bottom ash residual waste material produced from incineration or burning of solid waste.

**18. Sludge** means any solid, semi-solid or liquid waste generated from a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of treated effluent from a wastewater treatment plant. For the purposes of this form, the waste type “Sludge” excludes sludge land applied in accordance with Va. Code §32.1-164.

**19. Tires** means a tire that has been discarded because it is no longer suitable for its original intended purpose because of wear, damage, or defect. (See 9 VAC 20-150- et seq. for other definitions dealing with the waste tire program.)

**20. White Goods** means any stoves, washers, hot water heaters, and other large appliances.

**21 Friable Asbestos** means any waste material containing more than 1% asbestos as determined using the polarized light microscopy methods specified in 40 CFR Part 763, Subpart F, Appendix A, Section 1, that, when dry, is capable of being crumbled, pulverized or reduced to powder by hand pressure.

**22. Petroleum Contaminated Soil** means a soil that, as a result of a release or human usage, has absorbed or adsorbed only petroleum or petroleum by-products at concentrations above those consistent with nearby undisturbed soil or natural earth materials. Petroleum and petroleum by-products include, but

are limited to diesel fuels, kerosene, gasoline, hydraulic fluids, jet engine fuel, and motor oil.

**23. Other Waste (specify)** means any wastes that do not meet the previously defined waste types. A brief description of the waste must be provided in the field “Other Waste (specify)”. Examples: Dirt and Soil, Inert waste, Rubber, Wood chips, Supplemental waste, etc. The on-line form allows for the entry of multiple “other wastes”. For the purpose of the standard form, please total all other wastes and provide that number on this line of the form.

**24. Total** means the total of the waste reported in that column of the table (Example: the total waste received, landfilled, incinerated etc.).

**\*\*Waste Management-** Different types of facilities manage waste in different ways. The reporting table contains rows to identify the types of wastes managed (see above). Columns are used to identify how the waste types were managed. In most cases, the amount of waste received should equal the sum of the amounts managed by the listed methods (recycled, composted, landfilled, incinerated, sent off-site, etc.), except for waste stored on-site at the beginning of the reporting period. The following identifies the proper way to report how wastes were managed at your facility.

**a) Total Amount of Waste Received**

All waste that was received by the facility during the Annual Reporting Period must be reported in this column.

**b) Recycled On-Site**

Waste material that was removed from the incoming waste stream and processed into a raw material for a product must be reported on this column. Only consider items that are truly recycled, not reused. Recycled means “the process of separating a given waste material from the waste stream and processing it so that it may be used again as a raw material for a product, which may or may not be similar to the original product. Recycling shall not include processes that only involve size reduction.” NOTE: Only report material that was both separated *AND* processed into a raw material at the facility. If the waste material was not separated *AND* processed, it may not be recorded as “recycled”. (Example: Newspaper segregated from the waste stream and sent off-site to a processing facility for recycling should not be counted as recycled, by the reporting facility.) Other amounts may have been sent off-site for recycling or mulched, which are reported in different columns.

**c) Composted On-Site**

Waste that was stabilized on-site through a controlled aerobic decomposition process must be reported in this column. Not all waste types can be composted. Regulated medical waste, incineration ash, tires, white goods, asbestos, and petroleum-contaminated soil cannot be managed through composting. For compost facilities, only the volume that could not be composted and was sent off-site for disposal should be recorded as “sent off-site”. Composted material is considered a product, not a waste, and does not have to be reported on this form.

**d) Landfilled On-Site**

Waste that was landfilled on-site must be reported in this column. Waste received at a facility that was later sent off-site for management through landfilling must not be reported in this column. Instead it must be reported in the “sent off-site to be: treated/stored/disposed” column. Example: Waste received at a transfer station that was later sent off-site to a landfill must be reported as “sent off-site to be: treated/stored/disposed”. Regulated medical waste cannot be landfilled.

**e) Incinerated On-Site**

Waste that was incinerated on-site must be reported in this column. Waste received at the facility that

was later sent off-site for incineration may not be reported in this column. Instead it must be reported in the “sent off-site to be: treated/stored/disposed” column. Example: Waste received at a transfer station that was sent off-site to an incinerator must be reported as “sent off-site to be: treated, stored, or disposed”, not incinerated. NOTE: “Open Burning” is not the same as “Incineration”. Waste that is open burned would be included in the “Other (other than mulched)” column.

**f) Sent Off-Site to be:**

Waste that was not treated, stored, or disposed of at the receiving facility but was instead sent off-site to another facility for management must be reported in this column. Example: Ash generated from an incinerator process sent off-site to be disposed must be listed in this column. The “sent off-site to be” column is divided into two sub-columns, “recycled” and “treated/stored/disposed”. If waste is sent off-site for recycling (i.e., metals to be reclaimed or tires for shredding and use as fill), it would be reported in the “recycled” sub-column. If waste is sent off-site to be treated/stored/disposed it would be reported in the “treated/stored/disposed” sub-column. If waste is sent off-site for other than recycling, or treatment/storage/disposal, then the “other” sub-column would be used.

**g) Stored On-Site**

This column is also divided into two sub-columns: “beginning of reporting period” and “end of reporting period”. Waste that was stored on-site as of January 1<sup>st</sup> of the reporting period is reported in the first sub-column. If no information is available please refer to the last year’s Solid Waste Information Assessment form for this information. Waste that was remaining on-site at the end of the reporting period must be recorded in the second sub-column. This does not include wastes that will remain on-site permanently, but includes wastes that are stored temporarily at the facility (i.e., white goods awaiting pickup by off-site metal recycler; regulated medical waste in storage awaiting treatment). The total amount of waste landfilled at a facility must not be listed in this column, instead it must be listed in the “landfilled” column.

**h) Other Management**

Wastes managed by methods other than those specified in the previous columns must be recorded in this column. A separate sub-column has been added for woody waste that has been mulched. Otherwise, this column must include a description of how the waste type was managed along with the amount of waste managed.

**Note:** At the option of the facility owner, the Code of Virginia allows for the submission of an accounting of the facility’s economic benefits to the locality where the facility is located including the value of disposal and recycling facilities provided at no cost or reduced cost, direct employment associated with the facility, and other economic benefits from the facility during the reporting period.